



**Department of  
Veterans Affairs**

# Memorandum

**Date:** FEB 23 2009

**From:** Acting Assistant Secretary for Public and Intergovernmental Affairs (002)

**Subj:** The Secretary's Award for Outstanding Achievement in Service for Homeless Veterans (WebCims 422744)

**To:** Under Secretaries, Assistant Secretaries, and other Key Officials

The Office of Intergovernmental Affairs' Homeless Veterans Program is seeking nominations for the 3<sup>rd</sup> annual Secretary's Award for Outstanding Achievement in Service for Homeless Veterans. Your assistance is needed in submitting nominations to recognize individuals and organizations that provide exceptional service to homeless veterans.

Nominations should highlight the outstanding achievements of VA employees, VA organizations, and non-Federal organizations, consistent with attached criteria. Nominations should be submitted in the attached form no later than 60 days from today. They should be submitted via electronic email to [homelessvets@va.gov](mailto:homelessvets@va.gov). They may also be mailed or hand delivered to the Office of the Director of Homeless Veterans Programs (075D), Department of Veterans Affairs, 810 Vermont Avenue, NW, Washington, D.C. 20420.

A working group chaired by the Director of Homeless Veterans Programs with representation from each of the Administrations and Staff offices will review the nominations and make recommendations. The recommendations will be forwarded to the Under Secretaries for Health, Benefits and Memorial Affairs for concurrence prior to submission to the Office of the Secretary. Upon approval by the Secretary, the awards will be presented at an appropriate venue by the Secretary or his designee.

Your help in this matter is important to our mission of caring for homeless veterans and will be greatly appreciated.

A handwritten signature in black ink, appearing to read 'Phil Riggan'.

Phil Riggan

Attachment

cc: VISN, MA, DO, OC, OCRO and 200